



Notes:

1. This work plan is based on Clare PPN’s Coordinator and Office and Communications manager both being contracted for a 28 hour working week and for Clare PPN’s support worker to work a 13.5 hour week. This means that where other PPNs have two full time staff- a Coordinator on Grade 5 or above and a Support Worker on Grade 4 or above (as per CVSP 9/2018) Clare PPN has two full time roles divided between three staff. This arrangement was agreed by Clare PPN Secretariat, DCRD and Clare Co Co last year and has served Clare PPN very well to date.

2. As with all organisations and businesses in 2021 due to the Covid-19 pandemic Clare PPN continued with the very significant changes to its work practices instigated as a result of the pandemic including moving its operations almost entirely on line and having all staff working for the most part from their homes. Some of the changes made will be of benefit to Clare PPN to maintain in the hopefully soon approaching post Covid-19 situation while some aspects of our work will benefit from the ability to meet face to face again. This work plan is based on likelihood of continued restrictions on public gatherings for at least the first two quarters – we will maintain this work plan as a flexible document to be revisited as conditions change.

3. A considerable amount of work time in 2022 went into consulting, collating and making submissions to public consultations – as we are unaware in advance which consultations may be open and relevant to our member groups it is difficult to outline the time required for this work. In 2021 this activity accounted for 3-4 work days per month. It is likely that in the first two quarters of 2022 significant time will have to be allocated to our submissions and engagement with the County Development Plan and Local Economic and Community Plan.

4. Clare PPN is for 2022 involved in three extra projects – an Anti-Poverty Strategy funded by IHREC and the start-up of a Traveller Community Development Project funded by DRCD in collaboration with CLDC/HSE/Clare Women’s Network and the ongoing support of Quare Clare LGBTQ+ support and social group.

Quarter One: January to March

Administration:

- Agree work plan 2022 and service level agreement with Clare Co Co.
- Ensuring insurance is in place.
- Hold one Secretariat meeting & CLG Directors meeting.
- Hold election for vacant Secretariat position
- Maintaining and update Salesforce database.
- Continued attendance at Salesforce training.
- Maintain lobbying register.
- Completing schedule of all SPC/LCDC/JPC and other committee meetings for 2020
- Monitor attendance and input by representatives.
- Processing T&S for representatives and secretariat.
- Management of finances and invoices.
- Renewing and reviewing contracts with existing staff members- conducting performance reviews
- Completing report on 2022 for DRCD.
- Completing quarterly report.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.
- Admin/Meetings/Reports for Anti-Poverty Strategy.

Outreach/Policy Work:

- Reconvene Clare PPN Migrant Forum.
- Hold one strategy planning meeting of Clare Environmental Forum/Clare PPN Environmental Linkage Group.
- Hold one meeting of Clare PPN Social Inclusion Linkage Group.
- Continue Quare Clare Project work- seeking further funds and supports.
- Continue supporting Traveller CDP, recruitment and support for Coordinator as well as collaboration on steering group.
- Planning and delivery of peer to peer research element of Anti-Poverty Strategy.
- Hold one County Level Plenary meeting incorporating 4 Municipal District Plenary Meetings.
- Hold 6 pre-meetings with representatives in advance of LCDC/SPC/JPC meetings.
- Assist representatives with research and/or policy questions.
- Hold submission meetings for any relevant public consultations at our members'/secretariat's initiative.
- In particular in 2022 the County Development Plan and LECP will be a focus of our policy work.

Communications:

- Circulation of calls for submissions, grant schemes, event notices to members.
- Press releases to local media on events and policy issues.
- Continued communication with linkage groups/colleges/public.
- 3 x newsletters to all members.
- Maintain website and communication through social media channels.

Training:

- Clare PPN will ensure that all sec and reps induction training is up to date in Q1.
- Will conduct a training needs analysis with member groups as per user guide and will complete a training schedule for roll out over 2022.
- Will re-run successful communications and media training for reps and member groups.

Goals:

- Clare PPN will have adapted any practices and adopted any policies necessary to comply with the PPN Handbook.
- Contracts with staff will have been renewed and performance reviews completed.
- SLA and Work Plan agreed between Clare Co Co, Clare PPN and member groups via plenary.
- Migrant Forum will be reconvened
- Three collaborative social inclusion projects will be continued (Traveller CDP/Anti-Poverty Strategy/LGBTQI+)

Q1 KPIs:

- Insurance and finance in place.
- SLA's agreed between Clare County Council and Clare PPN.
- Meeting of all representatives held.
- 6 representative's pre-committee meetings will have taken place.
- 3 Linkage/College Meetings will have taken place.
- County Plenary and Municipal District Plenaries held.
- 1 meeting with national resource workers' network attended.
- 3 Newsletters will have been circulated.
- Quarterly reports and accounts submitted to Clare County Council.

Quarter Two: April to June

Administration:

- 2 x secretariat meetings.
- Hold one CLG board meeting.
- Management of finances and invoices.
- Hold one County Level Plenary Meeting.
- Maintaining and updating Salesforce database.
- Monitor attendance and reporting by representatives.
- Processing T&S for representatives and secretariat.
- Quarterly report and accounts for Clare Co Co.
- Lobbying register updated.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.
- Admin/Meetings/Reports for Anti-Poverty Strategy.

Outreach/Policy Work:

- Meeting of each Linkage/College/new member's induction meeting/ plenary meeting's held
- Continued participation in National Resource Workers' Network
- Continued collaboration on LGBTQI project /Migrant Forum/Traveller org/ Anti-Poverty Strategy
- Assist representatives with research or policy questions as requested.
- Hold 6 meetings with representatives in advance of SPC/LCDC/JPC meetings
- Hold submission meetings for any relevant consultations as requested by members/secretariat.
- Continue peer to peer research on Anti-Poverty Strategy
- Launch Anti-Poverty Strategy on May 1st

Communications:

- 3 x newsletters.
- Calls for nominations for elections circulated and promoted
- Continued communication with linkage groups/colleges/public.
- Website and social media maintained and up to date
- Work with Martina Neylon to redevelop website to current needs.
- Press releases to local media on events and policy issues.
- Calls for consultation/submissions/ representation circulated.
- Notices of funding opportunities circulated.

Training:

- 2 x training events for representatives, secretariat members and general membership – training topics to be decided following training needs analysis carried out quarter one.

Goals: Quarter 2

- Will have held two training/policy events for member groups.
- Will have circulated three newsletters.
- Will have supported reps on SPCs and committees including pre-meetings
- Will have redeveloped website to appropriate standard
- Three collaborative social inclusion projects will be continued (Traveller CDP/Anti-Poverty Strategy/LGBTQI+)
- Clare PPN will have participated effectively in County Development Plan and LECP reviews.

KPIs:

- Will have held 2 x secretariat/CLG meetings.
- Will have held 2 x training events.
- Will have issued 3 x newsletters.
- Will have held 6 pre-meetings for SPC/JPC/LCDC
- Will have continued work on social inclusion and diversity (Anti-Poverty Strategy, Traveller org LGBTQI+ project)
- Quarterly report and accounts will have been submitted to Clare Co Co.

Quarter Three: July – September

Administration:

- Hold 1 x secretariat/CLG board meeting.
- Monitor attendance and reporting by representatives.
- Processing T&S for representatives and secretariat.
- Managing finances.
- Lobbying register updated.
- Quarterly report and accounts for Clare Co Co.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.
- Admin/Meetings/Reports for Anti-Poverty Strategy.

Outreach/Policy Work:

- Support representatives on SPCS/committees.
- One meeting of each Linkage Group/College of Clare PPN
- One Plenary meeting/Municipal District Plenary meeting
- Continued support to Clare Environmental Network, Migrant Forum, Clare Leader Forum, Traveller Community as required.
- Continued participation in National Resource Workers' Network.
- Hold submission meetings for any relevant consultations as requested by members/secretariat.

Communications:

- Circulation of calls for submissions, grant schemes etc. to members.
- Press releases to local media on events and policy issues.
- Continued communication with linkage groups/colleges/public.
- 3 x newsletters.
- Updating of website and social media.

Training:

- Plan and organise schedule of training workshops or information events for member groups/representatives for autumn in response to identified demand.

Goals:

- Clare PPN will have continued to circulate information to community groups.
- Clare PPN reps will be supported to consult members, attend their committee meetings and feedback to members.
- Clare PPN will have organised a schedule of training/municipal district networking events for quarter 4.

KPIs:

- Will have held 1 x secretariat/CLG board meetings.
- Will have held one social inclusion linkage group meeting.
- Will have held one environmental linkage group meeting.
- Will have held one C&V linkage group meeting.
- Will have held 6 pre committee meetings with reps.
- Quarterly reports and accounts submitted to Clare Co. Co.

Quarter Four: October – December

Administration:

- Hold 2 x secretariat/CLG directors' meetings.
- Hold one Plenary meeting and 4 MD Plenary meetings.
- Monitor attendance and reporting by representatives.
- Processing T&S for representatives and secretariat.
- Lobbying register updated.
- Quarterly report and accounts for Clare Co. Co.
- Annual report and accounts for Clare Co. Co.
- Agree work plan for 2022 with Clare Co. Co.
- Admin/Meetings/Minutes for Traveller CDP.
- Admin/Meetings/Actions for Quare Clare.
- Clare PPN reregistration commenced and completed – to ensure continued validity of membership.

Outreach/Policy Work:

- Hold one county Plenary meeting 4MD Plenary meetings.
- Hold one new members/representative induction meeting.
- Consult members on 2022 work-plan.
- Hold one strategy planning day with secretariat for 2022 work plan.
- Facilitate representative, Linkage and college meetings.
- Assist representatives with research and policy questions.
- Hold submission meeting for any relevant consultations as requested by members.
- Continued support for diverse groups to participate within the PPN/wider community

Communications:

- Circulation of calls for submissions, grant schemes etc. to members.
- Press releases to local media on all events.
- Continued communication with linkage groups/colleges/public.
- 3 x newsletters.
- Updating of website and social media.

Training/Workshops:

- 4/5 x training/workshops/public events – following the successful pilot of ‘Network November’ in 2018 and of our ‘Wellbeing Consultations’ and Autumn Seminar Season in 2020* we propose to organise a similar collaborative (with other relevant organisations/personnel in the county) series of training and networking events with one taking place in each municipal district or online should this continue to be necessary.

Goals:

- Will have held country level Plenary meeting and 4 x MD meetings.
- Will have consulted members on work plan for 2022.
- Work plan for 2022 agreed with Clare Co Co.
- Will have held 4 members training/public events.
- Will have identified all representative and secretariat roles which have reached full term and will conduct replacement elections.
- Traveller CDP recruitment will be complete, steering group and board functioning and work in the community commenced
- Quare Clare will be a self -organising group with continued support from collaborating organisations
- Clare PPN will be using the Anti-Poverty Strategy for its work on policy and seeking to have it adopted by community organisations and decision makers.

KPI's

- Will have held 2 x secretariat meetings.
- Will have held 1 county level plenary meeting & 4 MD meetings.
- Will have held one social inclusion linkage group meeting.
- Will have held one C&V linkage group meeting.
- Will have held 6 pre-meetings for SPC/JPC/LCDC
- Will have held one environmental linkage groups meeting.
- Will have hosted 4/5 training/public events (aim of 80 attendees)